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MEMORANDUM FOR : Deputy Director for Operations

Deputy Director for Science and Technology

Director/NFAC Director/NITC

_AO/DCI

FROM

: Michael J. Malanick

Acting Deputy Director for Administration

SUBJECT

: 1977 Christmas Parties

- 1. Agency components desiring to have office gatherings in connection with the Christmas season should plan to have such events on Monday, 19 December, or Wednesday, 21 December 1977. Such gatherings should be restricted to the hours of 3PM to 6PM.
- 2. I would like to suggest that when this information is announced to your organizational units that you request a senior official of each unit to be present during the entire period of the gathering.

Michael J. Malanick

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Distribution:
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REMARKS:											
For Y	our Information										
FROM: A	.O/DCI										
ROOM NO.	BUILDING EXTENSION										

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Approved For Release 2004/01/21: CIA-RDP80M00165A000600070002-0 The Deputy Director Central Intelligence Agency Washington, D. C. 2050s 24 March 1977 STAT Deputy Chief, Career Management Staff, DDO Dear John, Thank you for sending forward Santa Claus's annual report. You are to be commended not only for your magnificent volunteer efforts over several years, but also for giving this Agency a great opportunity to involve itself productively in the affairs of the local community. Keep up the good work. Sincerely, **STAT** E. H. Knoche cc: DDO DDA

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